

Office Administrator

Date: October 2021
Job Type: Part-Time Hourly (up to .70 FTE or up to 28 hours per week; 4 days in church office)
Reports to: Senior Pastor
Church: UNITY Lutheran Church (2 campuses in Brookfield, WI)
Size: 2,500 baptized members

Role Summary

In partnership with the pastors, staff and Church Council, this position champions/coordinates volunteer participation and oversees the daily functioning of the church office to fulfill the mission of the congregation.

Key Roles and Responsibilities

1. Be a welcoming presence available for people who stop by the church building.
2. Solicit volunteers and manage schedules for all worship services. Champion the use of the church database, specifically its process workflow capability, as the primary tool for volunteer recruitment and tracking.
3. Inform volunteers of the procedures of volunteer ministry. Follow up to ensure volunteers are contacted regarding their involvement in their selected ministries.
4. Act as a liaison to Invite/New Member Committee. Track prospective new members and send invitations for new member classes.
5. Produce accurate and attractive publications for worship and communications such as bulletin production and worship visuals (weekly worship, funerals and weddings).
6. Provide administrative support to the pastors as requested such as making follow-up phone calls, sending email follow-up and filing forms with ELCA.
7. Provide administrative support (i.e., class lists, signups, paperwork, printed material) for ministry programs like Sunday school and confirmation. Create certificates for confirmation, first communion and baptisms.
8. Update Unity website with all weekly announcements.
9. Manage the inventory and ordering of office supplies.

Qualifications

1. High school diploma or general education degree (GED) required.
2. Administrative experience in an office or church environment required.
3. Experience using or willingness to learn Mac applications (Pages, Keynote) for bulletin and worship slides.
4. Experience using Microsoft Office (Word, Excel, PowerPoint, Publisher).
5. Ability to use volunteer scheduling software (Ministry Scheduler, Signup Genius).
6. Ability to maintain and operate office equipment such as copiers and voice mail systems.
7. Ability to work selected Sundays.
8. Effective organization and time management skills.
9. Ability to manage multiple competing priorities.
10. Strong attention to detail and ability to meet deadlines.
11. Excellent verbal, written and interpersonal communications skills.
12. Ability to create a welcoming, hospitable and inviting environment.
13. A commitment to work in a confidential environment with sensitive information.

Desired Characteristics

1. Ability to work in collaboration with all staff and teams in a Christian environment.
2. Exhibits good judgment, honesty, integrity, responsibility, and people skills.
3. Desire to pursue continuing education for personal and job enrichment.
4. Adopts and lives out UNITY's mission of celebrate, share, and renew.

Benefits

This position is eligible for paid time off, designated holidays and paid time off for continuing education.